

C-O-P-Y

~~CONFIDENTIAL~~

27 April 1961

MEMORANDUM FOR THE RECORD

SUBJECT : Reporting Procedures for CIA for Health Benefits, Group Life Insurance, and Civil Service Retirement

REFERENCE: Letter from Civil Service Commission, dated 31 January 1961, to Insurance Officers, subject: Revised Instructions - Group Life Insurance Withholdings and Contributions

1. This memorandum records procedures required by security and concurred in by representatives of the Central Intelligence Agency and the Civil Service Commission for the preparation of reports by the Agency as requested by the referenced letter.

2. GEHA

Withholdings and Agency contributions on behalf of GEHA will be paid by the Agency to GEHA for transmission monthly to the Commission supported by a SF 2812, Report of Withholdings and Contributions. Amounts applicable to high and low options of the plan will be shown but numbers of employees will not be shown for security reasons. Upon receipt of SF 2812 and the check, the Commission will deduct its percentage from the amount and return a check to GEHA for the balance. These procedures will not be affected by the consolidated reporting methods prescribed by the referenced letter effective during April 1961.

3. HEALTH PLANS OTHER THAN GEHA

One SF 2812 will be prepared for the Agency and a separate SF 2812 will be prepared for the "special activity" as required by the referenced letter. Those reports will be transmitted to the Commission with checks for the amounts due the Commission for health plans other than GEHA plus the amounts for group life and retirement as prescribed by reference. The periodic reconciliation with the number of employees participating in health plans other than GEHA will be made on both of these reports as provided by the reference.

4. GROUP LIFE INSURANCE AND CIVIL SERVICE RETIREMENT

The Agency also will report on the SF 2812's prepared in accordance with paragraph 3 above the amounts of withholdings and Agency contributions due the Commission for group life insurance and civil service retirement; however, for security reasons the numbers of Agency employees will be omitted from the SF 2812 for the Agency but numbers of employees will be shown on the SF 2812 for the "special activity."

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5. ANNUAL SUMMARY OF RETIREMENT FUND TRANSACTIONS

The Agency will submit SF 2807-2, Annual Summary Retirement Fund Transactions, and will continue to include transactions of the "special activity" as previously agreed upon. The SF 2807-2 will be hand-carried to cleared CSC personnel who will process the report in a secure manner which will avoid questions by unauthorized Commission personnel about the difference at the end of each year between the amount of retirement reported to the Commission on SF 2812's and the retirement reported on SF 2807-2 and the fact that no annual summary SF 2807-2 will be submitted on behalf of the "special activity", although SF 2812's will have been submitted to the Commission during the year for such "special activity".

CONCURRENCES:

Central Intelligence Agency

by

Director of Personnel

_____ Date

Civil Service Commission

by

Charles Overend, Operations Manager

_____ Date

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